

LONG BEACH COMMUNITY COLLEGE DISTRICT
Long Beach City College
Fiscal Services

MEMO

DATE: January 4, 2011

TO: Administrators, Managers, Supervisors, and Department Chairs

FROM: Michael Collins, Director, Risk Services
John Thompson, Director, Fiscal Services

SUBJECT: DEADLINE FOR 2010-2011 PURCHASES

This memo provides information about upcoming purchasing deadlines. These deadlines are necessary to ensure an orderly year-end closing process, which will assist the District in preparing accurate 2010-11 financial statements and ending fund balance estimates.

PURCHASING REQUISITIONS

Completed online and paper requisitions must be received in Fiscal Services by February 17, 2011. Requisitions using grants or categorical funds will have two additional weeks, so they will be due on March 3, 2011. These deadlines are similar to last year's. We want to complete all of the 2010-11 purchases early enough to determine the level of budget saving that can be devoted to operations in 2011-2012. **Please plan ahead to ensure that requisitions are completed by these deadlines.**

Any requisition submitted after these dates must be forwarded to the Executive Committee along with a completed "Request to Process Late Requisition" form (available at the Fiscal Services webpage). The Committee will evaluate the proposed purchase and determine (by consulting with the department) whether or not the purchase can be deferred until Fiscal Year 2011-2012. If the purchase cannot be deferred, the Committee will forward the requisition to Fiscal Services for processing. **Even with Executive Committee authorization, 2010-11 requisitions cannot be processed after June 3, 2011.** (See Late Requisition Flowchart at the end of this memo).

To be recorded as a Fiscal Year 2010-11 expense two things have to happen:

1. The requisitioned goods or services **must be received** by June 30, 2011,

And

2. You must approve the invoice for payment by signing it and submitting it to Accounts Payable by **June 30, 2011.**

REIMBURSEMENT CLAIMS

Claims for revolving cash reimbursements must be received in Fiscal Services by **June 30, 2011**. Any revolving cash claim received after **June 30, 2011** will not be reimbursed. Claims for mileage and conferences must be received in Fiscal Services by **July 20, 2011**. Any mileage or conference claim received after **July 20, 2011** will not be reimbursed.

OPEN P.O. PURCHASES

Departments using open purchase orders must complete their purchases by **May 27, 2011**. In cases where the open P.O. is for perishable food items, purchases must be completed by **June 25, 2011**. Signed/approved invoices must be received in the Accounts Payable Office by **June 30, 2011**.

'C' Number Accounts

Departments using 'C' Number Accounts must make any user or annual dollar limit changes by **May 27, 2011**. 'C' Number purchases may be made through June 30, 2011. As a reminder 'C' Number Accounts should only be used for:

- Purchases of office and instructional supply items from the Bookstore
- Purchases of \$199.99 or less
- Immediate/emergency needs only
- Purchases of letterhead and authorization to make copies in the Duplication Department
- Ordering of paper stock for copiers and fax machines from the Warehouse

GRANTS & CATEGORICALS

The procedures discussed above also apply to grant and categorically funded budgets. Late 2010-11 grant or categorical expenses will be:

1. Charged to your 2011-2012 grant or categorical budget, if carryover of unused funds is permitted by the funding agency or if it is a federal grant with a September 30th end date.
2. If #1 above does not apply because the funding agency does not allow carryover of unused funds, the late expenses will be charged to your 2011-2012 Unrestricted General Fund budget. You will be responsible for absorbing that cost within your 2011-2012 budget allocation.

(See summary table below, page 3)

The following table summarizes the deadlines discussed above:

February 17, 2011	Requisitions using the Unrestricted General Fund (01) due to Fiscal Services.
March 3, 2011	Grant or categorical requisitions due to Fiscal Services
May 27, 2011	Open PO purchases must be completed by May 27 <u>AND</u> signed invoice(s) sent to Accounts Payable <u>no later than June 30.</u>
May 27, 2011	'C' Number Accounts users or budget amount changes
June 30, 2011	Revolving cash reimbursements due in Fiscal Services
June 30, 2011	<u>ALL</u> "approved for payment" (department signature) invoices submitted to Accounts Payable
July 20, 2011	Conference and mileage reimbursement claims due in Fiscal Services

If you have any questions regarding these deadlines, please contact Mike Collins at ext. 4541, John Thompson at ext. 4102 or Patti Davis at ext. 4905.

Late Requisition Flowchart

